

School-Age Quality Improvement Grant Orientation

Department of Workforce Services (DWS)
Office of Child Care (OCC)



1

Utah Office of Child Care & Afterschool

Our mission is to facilitate *quality, sustainable afterschool programs* across the state of Utah that are:

- Safe
- Age-Appropriate
- Accessible
- Affordable



2

School-Age Quality Improvement Grant Requirements & Outcomes

REQUIREMENTS

Programs must provide the following: 1) support academic development; 2) offer enrichment and recreation opportunities; 3) incorporate parental and/or family involvement; 4) provide appropriate and high quality training for school-age staff; and 5) adhere to specific quality, safety, data and reporting expectations as designated by DWS – OCC.

EXPECTED OUTCOMES

The three (3) expected outcomes for the Grant include:

1. Increase the overall quality of the grantee's school-age afterschool classroom(s).
2. Expand the professional development opportunities for school-age staff.
3. Improve relationships between school-age children and staff.

3

Contact Information

Specific Questions:

Tricia Davis
OCC Program Manager
Email: tdavis@utah.gov
Phone: 801-526-9306

General Questions:
occafterschool@utah.gov

Kamille Sheikh
OCC Program Specialist
Email: ksheikh@utah.gov
Phone: 801-526-9225

Sarah Pickard
DWS Grant Contract Analyst
Email: spickard@utah.gov

4

Youth Participation in Afterschool Programs

- **18,236 elementary-age youth*** participated in afterschool programs funded by the following DWS OCC grants:
 - ASPIRE Kids Grant
 - Kindergarten Match Partnership Grant
 - CCDF Match Partnership I & II Grants
 - Intergeneration Poverty Enhancement Grant

*Source: DWS OCC Afterschool Grants FY15 Annual Report Data

5

Competitive Grant Funding Source



Child Care Development Fund (CCDF)

- Increase number and percentage of low-income children in **high-quality** care settings (birth-13)
- Improve **availability** of care
- **Funding** for the development, establishment, expansion, operation specifically related to child care
- **Parental Choice & Involvement**
"Empower working parents to make their own decisions regarding the child care that best suits their family's needs." - **Federal CCDF Regulations**

6

Grant Terms and Conditions

Period of Performance

- **Year 1 of 3 (August 1 – July 31)**
School-Age Quality Improvement Grant (replaces ASPIRE Kids)
- 2. **Conflict of Interest**
- 3. **Records Administration**
- 6. **Grantee Assignment**
- 7. **Monitoring**
- 11. **Grant Termination**
- 12. **Citing Department in Advertising**
-All formal advertising or public information programs will be coordinated with **DWS OCC Afterschool Program Manger (Tricia Davis)**
- 15. **Payment Withholding**

- 17. **Reduction of Funds**
- 20. **Equal Opportunity Clause**
-WIA - race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship/status
- 24. **Financial/Cost Accounting System**
-Generally Accepted Accounting Principles (GAAP)
-Documentation - vouchers, invoices, receipts, etc.
- 29. **Changes in Budget**
-Written approval if requesting to move more than 10% of a line item
- 30. **Related Parties**
- 32. **Required Insurance**

7

Office of Child Care Webpage

<http://jobs.utah.gov/occ>



8

FISCAL & INVOICE PROCEDURES



9

Proper Accounting Procedures

- Review budget **mid-year** to make appropriate adjustments in order to make best use of allocated funds
- Maintain **all related receipts & records** for on-site fiscal review or desk audit
- Fiscal review or desk audit will be coordinated with financial or accounting personnel
- Financial documentation must be maintained for **6 years** for DWS grants

10

Budget Change Request Process

- Budget changes must receive prior approval from DWS OCC Afterschool Program Manger or Program Specialist
- Budget changes **moving 10% or more** from one line item to another require:
 - 1) **Budget Change Request Form** to be completed
 - 2) **Email** to DWS OCC Afterschool Program Manger or Program Specialist **describing purpose of budget change**
- Budget Change Request Form found here:
<https://jobs.utah.gov/occ/occ2/afterschool/forproviders/grantcontractforms.html>

Department of Workforce Services - Office of Child Care Budget Detail/Itemized Form			
Department & Grant Name (If applicable)	Grant Type	GRANT #	GRANT #
Category I - Administrative Expenses	Category I - Administrative Expenses	Category I - Administrative Expenses	Category I - Administrative Expenses
1. Personnel (salaries, benefits, etc.)	1. Personnel (salaries, benefits, etc.)	1. Personnel (salaries, benefits, etc.)	1. Personnel (salaries, benefits, etc.)
2. Travel (transportation, lodging, etc.)	2. Travel (transportation, lodging, etc.)	2. Travel (transportation, lodging, etc.)	2. Travel (transportation, lodging, etc.)
3. Materials (supplies, etc.)	3. Materials (supplies, etc.)	3. Materials (supplies, etc.)	3. Materials (supplies, etc.)
4. Professional fees (contract services, etc.)	4. Professional fees (contract services, etc.)	4. Professional fees (contract services, etc.)	4. Professional fees (contract services, etc.)
5. Other (miscellaneous)	5. Other (miscellaneous)	5. Other (miscellaneous)	5. Other (miscellaneous)
Total Category I - Administrative Expenses	Total Category I - Administrative Expenses	Total Category I - Administrative Expenses	Total Category I - Administrative Expenses
Category II - Program Expenses	Category II - Program Expenses	Category II - Program Expenses	Category II - Program Expenses
6. Salaries	6. Salaries	6. Salaries	6. Salaries
7. Travel (out-of-state travel requires pre-approval)	7. Travel (out-of-state travel requires pre-approval)	7. Travel (out-of-state travel requires pre-approval)	7. Travel (out-of-state travel requires pre-approval)
8. Materials (supplies, etc.)	8. Materials (supplies, etc.)	8. Materials (supplies, etc.)	8. Materials (supplies, etc.)
9. Professional fees (contract services, etc.)	9. Professional fees (contract services, etc.)	9. Professional fees (contract services, etc.)	9. Professional fees (contract services, etc.)
10. Other (miscellaneous)	10. Other (miscellaneous)	10. Other (miscellaneous)	10. Other (miscellaneous)
Total Category II - Program Expenses	Total Category II - Program Expenses	Total Category II - Program Expenses	Total Category II - Program Expenses
Total Expenses Category I and II	Total Expenses Category I and II	Total Expenses Category I and II	Total Expenses Category I and II

11

Allowable Costs & Expenses

- Materials (electronic purchases not approved in original grant proposal over \$100 require DWS pre-approval)
- Training
- Travel (out-of-state travel requires pre-approval)
- Personnel to reduce staff to school-age child ratio, wage increase with entity match & professional development awards
- Administrative Costs
- Consultant Fees

12

Unallowable Costs & Expenses

- Capital expenses (single item purchase of over \$5,000)
- Stipends or payment for participation
- Space costs
- Purchase of motor vehicles
- Supplanting
- School day activities, credit recovery, curriculum development, or any other school required activities

13

Supplanting Explanation

Contract funds must be used as an **addition** to **existing** funds for the program and **not replace funds which have been appropriated, designated or come from parent fees for current program operation**. Funds appropriated for the Child Care and Development Block Grant (CCDBG or Discretionary Funds) must be used to **supplement, not supplant**.

14

Invoice Process

Required Invoice Documentation

1. Invoice Form
2. Salary Tracking Form - must include summary of salary and fringe benefit expenses for all staff:

- Name of Staff
- Hourly Rate
- Number of Hours Worked
- Salary Total
- Fringe Benefits Total

15

16

Invoice Process Continued

- Review contract for **VENDOR NUMBER & CONTRACT/GRANT NUMBER**
- Submit Invoice & Salary Tracking Forms electronically via email to occafterschool@utah.gov
- Include the **name of your DWS-OCC grant and organization/site** in the subject line of the email: **GrantType_Organization_ProgramSite**
- Name invoice email attachment as follows: **Organization_ProgramSite_Invoice1**

17

SCOPE OF WORK PROGRAM REQUIREMENTS

18

Scope of Work

- Service Population & Program Requirements
- Parent or Guardian Involvement
- Computer Use
- Registration with **Utah Afterschool Network website** (Grant Administrator & Center Manager/Teacher):
<http://www.utahafterschool.org/>
- Training
 - All **staff working 10 hours and over a week**, must receive a minimum of **20 hours of professional development**
- Technical Assistance
- Program Quality
 - Quality Tool Self-Assessment & Plan for Improvement
- Reporting

Program Requirements
<i>15 hours per week of regular programming between the hours of 12 p.m. to 6 p.m., Monday - Friday</i>
<i>36 weeks per year of program operation (August 1 – July 31)</i>
<i>Minimum number of school-age children attending on a regular basis (ADA) based on grant proposal</i>
<i>Maintain 1:20 staff to school-age child ratio</i>
<i>Academic and Enrichment Balance</i>

19

Reporting Requirements

Mid-Year Report

Due: Friday, December 18th

Plan for Improvement

Due: Friday, October 30th

Quality Tool

Due: Friday, March 4th

Annual Report

Due: Friday, May 27th

Additional reports required for CCDF MP I, Kindergarten MP, Safe Passages 2013 and High School Youth Support Grants

20



Join 1 million Americans and 7,500+ communities nationwide in celebrating the afterschool programs that keep our kids safe, inspire them to learn, and help working families.

National Day: October 22nd

Register your program event **before the National Day** with the

National Afterschool Alliance

<http://www.afterschoolalliance.org/loa.cfm>

21